

# memorandum

DATE: February 5, 2007

REPLY TO

ATTN OF: AD-442:Aytes

SUBJECT: **PRESIDENT'S VOLUNTEER SERVICE AWARD PROGRAM**

TO: All ORO, OSTI, PNSO, SSO, and TJSO Employees

The President's Volunteer Service Award Program is an outgrowth of President Bush's challenge to all Americans to dedicate more time to serving their communities. It provides for recognition to any adult who performs 100 hours or more of community service in any consecutive 12-month period. The Award is open to any individual or group. Award levels differ for children, young adults, and families/groups. You do not have to be a Department of Energy (DOE) employee to receive an award. Recipients receive a Presidential pin, a personalized certificate of achievement, a note of congratulations from the President, and a letter from the President's Council on Service and Civic Participation. Special recognition is given to any individual who dedicates 4,000 hours to community service over the course of a lifetime. Secretary Bodman has pledged his full support to the President's program, and DOE has been given authority to grant these awards on the President's behalf. Please note that the President's Volunteer Service Awards Program supersedes the former Secretary of Energy community Service Awards Program. The Department will no longer be issuing Secretary of Energy Community Service Awards.

There are three levels and four categories of the President's Volunteer Service Award, varying by age and hours of service completed within any consecutive 12-month period as defined below. In addition, individuals who complete 4,000 hours or more of volunteer service will be recognized with the President's Call to Service Award. Volunteer activities should be unpaid, may not include court-ordered community service, and may not include activities which could reflect negatively on the Department.

KIDS (14 and Under)

Bronze	50 – 75 hours
Silver	75 – 99 hours
Gold	100+ hours

YOUNG ADULTS (age 15 – 25)

Bronze	100 – 174 hours
Silver	175 – 249 hours
Gold	250+ hours

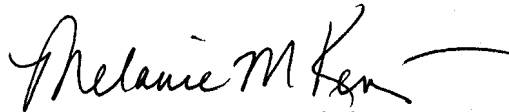
ADULTS (age 26 and up)

Bronze	100 – 249 hours
Silver	250 – 499 hours
Gold	500+ hours

FAMILIES AND GROUPS (Two or more people, with each member contributing at least 25 hours towards the total)	Bronze	200 – 499 hours
	Silver	500 – 999 hours
	Gold	1,000+ hours

To earn an award, you will need to have a record of your volunteer activities and hours served. This record may have been kept as a diary or on a calendar. Or for the future, you may choose to set up your own personalized online tracking page at [www.presidentialserviceawards.com](http://www.presidentialserviceawards.com). You are required to submit a copy of your record with the attached application form.

Awards are available for service which took place on or after **December 1, 2005**, and will be granted throughout the year as applications are received. Nominations may be submitted to Carol Aytes, of my office. Carol will review the nomination package for compliance and forward the package to Headquarters for action. We have been advised that it may take up to 12 weeks to fully process the application. Carol can be reached at 865 576-9586, [aytesca@oro.doe.gov](mailto:aytesca@oro.doe.gov), or by facsimile at (865) 576-9190.



Melanie M. Kent, Chief  
Federal Human Resources Branch

Attachment

## DOE APPLICATION FOR PRESIDENT'S VOLUNTEER SERVICE AWARD

To apply for a President's Volunteer Service Award through the Department of Energy, please complete this application and submit it **with a record of all volunteer activities** [including the name of the organization(s) where you volunteered, and corresponding hours] that you have performed during the qualifying period that satisfies the criteria and qualifies you for an award. A "record" of your activities may consist of a personal journal you've maintained, or any other substantive documentation of the hours of service you performed. Submit these materials to your nearest DOE Community/Volunteer Service Coordinator. You may also submit your application to: Daniel Broehl, Paralegal Specialist, Office of Civil Rights and Diversity, US Department of Energy, Room 5B-168, 1000 Independence Avenue, SW, Washington, DC 20585. The President's Volunteer Service Award is available to all U.S. citizens. Please refer to criteria and qualification information before submitting this application.

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Employer \_\_\_\_\_ Org Code (if any) \_\_\_\_\_

Work Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: Home (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_

Home Email \_\_\_\_\_ Work Email \_\_\_\_\_

Name preferred on certificate \_\_\_\_\_

### Volunteer information

How many hours did the nominee complete during the 12-month period? \_\_\_\_\_

Was the nominee 14 years or younger at the completion of the hours? \_\_\_\_yes \_\_\_\_no

Was the nominee 15 to 25 years old at the completion of the hours? \_\_\_\_yes \_\_\_\_no

Has the nominee completed over 4000 hours of service over his/her lifetime? \_\_\_\_yes \_\_\_\_no

Where did the nominee perform the majority of their volunteer service? \_\_\_\_\_ ( US, state or country)

### Service Classification (Check the box in which most of the volunteer activity took place.)

#### ☐ **Youth Achievement**

Includes volunteer activities such as mentoring, coaching, tutoring, improving literacy in areas such as reading and finance, and volunteering to keep young people engaged academically in education.

#### ☐ **Parks and Open Spaces**

Includes volunteer efforts to conserve and protect our parklands and gardens, neighborhood cleanups and creating safe playgrounds. It also includes creating safe and meaningful experiences and outdoor activities for individuals to enjoy the environment and our natural resources.

☐ **Healthy Communities**

Includes volunteer efforts to help the elderly, disabled, diseased, hungry or homeless, and to improve the economic health of the community. These could include volunteering for health and nutrition education services, immunization campaigns, resume building, career training, disease screenings, hospital support, blood drives, veterans outreach, working with local public health programs, micro-enterprise and business development.

☐ **Public Safety & Emergency Response**

Includes volunteer efforts for individuals and families to make their homes, and their communities safer from the threats of crime, terrorism, and disasters of all kinds. It includes preparedness training, volunteer firefighters, and programs like Citizen Corps, Neighborhood Watch, Medical Reserve Corps and Volunteers in Police Service.

**Demographic Information** *(this section is optional)*

Gender: \_\_\_\_\_ Female \_\_\_\_\_ Male

Age: \_\_\_\_\_ 5-14 \_\_\_\_\_ 15-25 \_\_\_\_\_ 26-35 \_\_\_\_\_ 36-49 \_\_\_\_\_ 50+

Ethnicity: Hispanic or Latino? \_\_\_\_\_ yes \_\_\_\_\_ no

Race: Please mark one or more: \_\_\_\_\_ Asian \_\_\_\_\_ Native Hawaiian or Pacific Islander  
\_\_\_\_\_ Alaska Native/American Indian \_\_\_\_\_ Black (African American) \_\_\_\_\_ White

Education (Highest level completed): \_\_\_\_\_ K-8 \_\_\_\_\_ High School or GED  
\_\_\_\_\_ Some College \_\_\_\_\_ Undergraduate Degree \_\_\_\_\_ Graduate/Professional Degree

*Optional:* Please also attach a short background statement about yourself and the volunteer activities that you have engaged in.

*As evidenced by the attached listing of volunteer activities and corresponding hours, I hereby certify that I have performed the volunteer services necessary to earn the President's Volunteer Service Award.*

Signature \_\_\_\_\_ DATE \_\_\_\_\_

**FOR USE BY DOE VOLUNTEER SERVICE COORDINATOR ONLY:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Organization \_\_\_\_\_ Org Code \_\_\_\_\_

Qualifies \_\_\_\_\_ Yes \_\_\_\_\_ No Comments \_\_\_\_\_

\_\_\_\_\_